

## Holidays

### PURPOSE

To identify the legal holidays that apply to state employees and set procedures for observance and payment.

### SCOPE

This policy applies to merit and non-merit employees subject to the executive authority of the Governor, except employees of the State Police Department, Conservation Officers, Excise Officers, and employees appointed on a temporary or intermittent basis.

### STATEMENT OF POLICY

The State of Indiana recognizes certain legal holidays for which designated employees will be compensated. Those holidays are as follows:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election Day
Good Friday	Veterans' Day
Primary Election Day	Thanksgiving Day
Memorial Day	Christmas Day

Unless proscribed by law, the Governor may set or change the date on which these holidays are observed.

Compensation for holidays will be equal to one-tenth (1/10<sup>th</sup>) of the employee's base biweekly salary if payment is made or the number of hours equal to one-tenth (1/10<sup>th</sup>) of the employee's base biweekly schedule, up to a maximum of seven and one-half (7.5) hours, if compensatory time off is chosen.

An employee may observe a bona fide religious observance, consistent with the religious tenets adhered to by the employee and not included in the list above provided:

- The time off is charged to compensatory time off, vacation leave, personal leave or authorized leave without pay at the employee's choice;
- The employee gives two (2) weeks advance notice; and
- The employee's absence does not conflict with the operational needs of the State.

### REFERENCES

IC 1-1-9  
31 IAC 2-11-1  
31 IAC 1-9-1  
IC 5-10.2-4-1

EFFECTIVE DATE July 1, 2005  
Supersedes policy dated October 11, 1992

### APPROVAL

  
Debra F. Minott, State Personnel Director

Date June 6, 2005